



		Action
1.	<p><b>Attendees</b></p> <p>Susan Deery, Morna Sands, Monica Sweeney, Jim McClafferty, Kelly Campbell, Adele McCormick, Cathy MacKinnon, Kirstie Chalmers, Elizabeth Lloyd Kelly, Patricia Stevenson</p> <p><b>Apologies</b> Lynne Hobbs</p>	
2.	<p><b>Minute of Previous Meeting and Matters Arising</b></p> <p><b>Notes of meeting</b> The group agreed accuracy of the minutes of the previous meeting held on 23 March 2023.</p> <p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• <b>Standby policy</b> – intention had been to consult with managers at LRM network – but no capacity. <b>ACTION:</b> alternative consultation forum to be identified. High level options developed which require further exploration and consultation.</li> <li>• <b>VH</b> - discussion about the feasibility of localities collaborating for VH support. Example of some localities already doing this. Need to check if VH allows access across licences. <ul style="list-style-type: none"> <li>• Opportunity for test for change/ pilot in Glasgow.</li> <li>• One issue is around participation. Need to ensure that facilities are available for young people to participate in VH. Need to ensure partners have access to it.</li> </ul> </li> <li>• <b>Well-being strategy</b> to be developed. <b>ACTION</b></li> <li>• <b>Learning plan</b> to be carried over to a future meeting; if update available, this will be shared offline. <b>ACTION</b></li> <li>• <b>Flexible retirement</b> – document has been developed and reviewed by an employee flexibly retiring. The information will be uploaded to Connect. Workforce planning element – HR meeting on this part at end of the month. Will test out with some managers in the group to check if that's what's useful.</li> <li>• <b>Flexi Scheme review</b> – to be followed up, probably into Autumn. <b>ACTION</b></li> <li>• <b>Recruitment &amp; Selection policy S6.10</b> – make amendments to section as agreed at last HR Sub meeting. <b>ACTION</b></li> <li>• <b>Probationary policy</b> – agreed wording change. Policy to be uploaded to Connect <b>ACTION</b></li> <li>• <b>Hearing observation</b> – agreed action, still to be communicated. <b>ACTION</b></li> <li>• Link between <b>pay offer and increment</b> – take to JNCC. <b>ACTION</b></li> <li>• Info re: <b>security policy</b> circulated offline, no comments, now live</li> <li>• <b>LSA</b> – to be picked up under AOB – pockets of concern remain around the country.</li> </ul>	<p><i>MSa</i></p> <p><i>MSa</i></p> <p><i>PS</i></p> <p><i>MSa</i></p> <p><i>HR</i></p> <p><i>HR</i></p> <p><i>SD</i></p>

3.	<p><b>Wellbeing</b> – Updates incl. Mental Health Week (w/c 15 May)</p> <ul style="list-style-type: none"> <li>• Focus for Mental Health Week as chosen by Mental Health Foundation is anxiety. Number of supports and comms planned by the Mental Wealth Group over the week – Mon, Wed, Fri. Encourage conversation/check in with colleagues, variety of resources available inc. new Optima hub, mindfulness session, new Big Team Challenge (Edinburgh to Paris). RTD being launched next week – link into Mental Health Week. Important to remind people of the importance to keep a balance between personal and work life.</li> <li>• National Health &amp; Wellbeing group rescheduled for a couple of weeks but really active group, embedded well into org. E.g. Glasgow started monthly touch down days – H&amp;W will be a core feature within these days.</li> <li>• Long term impact of pandemic recognised.</li> </ul>	
4.	<p><b>Agile Working</b> - Update</p> <ul style="list-style-type: none"> <li>• Discussions about resetting the policy to ensure clear understanding and expectation management <ul style="list-style-type: none"> <li>• We are an operational office based service with the option to work from home part of the time, not a home based service with the option to work in the office.</li> <li>• Recognise management time required to manage this policy.</li> <li>• Some reports that colleagues are clear of need to come into office for task and work requirements, but some more clarity required of need to come in for team building / collaboration etc. Don't wish to there be an consequential impact on relationships, kindness and respect. Team building can get lost if not a focus, then impacting absence, delivery of operations etc.</li> <li>• Caring arrangements should be in place when working from home.</li> <li>• Reminder of core hours may be helpful. Note: Flexible Working Hours Scheme to be reviewed later in the year.</li> </ul> </li> <li>• Discussion around using supervision to support the reset. Review with individuals how the policy can work for them, taking account of rest of team, operational requirements, and ongoing need for flexibility. Also feeds into Wellness Plans.</li> <li>• Reminder that we are a national organisation with national policies. Need to ensure it works for everyone within the terms of the policy.</li> <li>• A concern was raised that the eLearning module on agile working suggests you can work when you choose to, not taking account of core hours. It was acknowledged that this is a stock training module, not specifically developed for us. However, our policy tried to bring together the best bits from other agile working models in a way that could operate for SCRA.</li> <li>• Agreement to reset the policy, reset where we want this to be, review with individuals. <ul style="list-style-type: none"> <li>• <b>ACTION:</b> SD will draft a comms from the HR Sub Group. Aim to do offline before end of June.</li> <li>• Organisation remains committed to agile working. Ensure we continue to give managers the tools to communicate and reminder to refer to guidance.</li> </ul> </li> </ul>	SD
5.	<p><b>Substance Misuse Policy</b></p> <ul style="list-style-type: none"> <li>• Reviewed by H&amp;S Committee recently.</li> <li>• Discussion about whether section on corporate hospitality should be included here or in Code of Conduct</li> <li>• Need to remind staff of potential consequences of substance misuse on the premises including liability for reputational damage.</li> <li>• Discussion about how people cope with the demands, stresses of the job – a part of the conversation with people in supervision, wellbeing conversations etc. Encourage staff to find constructive ways to talk to managers about how to relieve pressure and stress.</li> <li>• Recognise importance of being able to celebrate / recognise retirements of colleagues, panel members and other occasions. Policy aims to find a balance.</li> </ul>	

	<ul style="list-style-type: none"> <li><b>ACTION:</b> take section 5 out of policy and link into Code of Conduct and wellbeing strategy, and keep substance abuse policy about abuse. Separate guidance to be developed on socialising, behaviours, alcohol on premises etc.</li> </ul>	<i>Alison Melrose / MSa</i>
6.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li><b>Policies and Procedures</b> on Connect – HR looking at revamping this section on Connect. Would like to form a reference group to gather input from a number of managers. <b>ACTION:</b> PS will provide update on plan at a future meeting</li> <li><b>Grievance and dignity at work policies:</b> MSw raised a question about the information sharing in informal complaints process. SD advised that we would normally try to share as much information as we can but there are a number of factors that can influence what and how quickly this can be done.</li> <li><b>Salary and Allowances Policy</b> – request to consider wording around the process and timescales for additional responsibilities payments. <b>ACTION:</b> to consider need to revise policy. Any changes will be brought back to HR Sub.</li> <li><b>Capability</b> – request to review informal and formal processes. SD advised that supervision / performance arrangements etc are currently being reviewed, and will be included in a later HR Sub Group agenda.</li> <li>MSa – MHW – please help promote <b>MHW</b> – lots of supports available via Connect, 4<sup>th</sup> Big Team Challenge – encourage teams to take part.</li> </ul>	<p><i>PS</i></p> <p><i>HR</i></p> <p><i>All</i></p>
7.	<p><b>Date of next meeting</b></p> <p><b>21 June 2023 2.00pm – 3.30pm</b></p>	